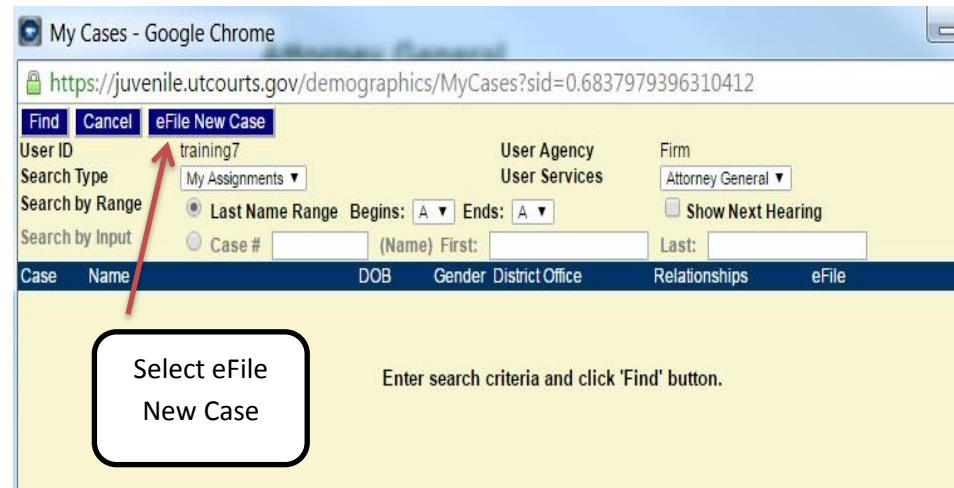
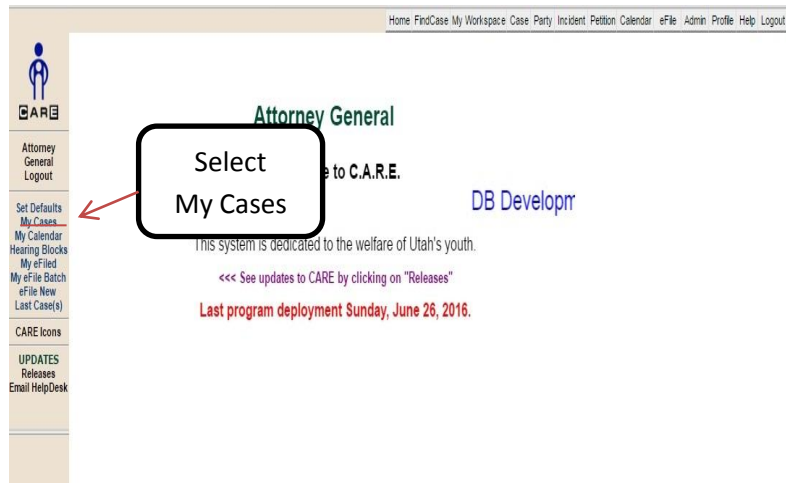



CASE/INCIDENT CREATION FOR ATTORNEY GENERAL

This document will show you step by step instructions on how to create a new case and a new incident in CARE. It will also show you how to create a new incident on an existing case in CARE.



eFile Batch Case Edit - Google Chrome

<https://juvenile.utcourts.gov/eFiling/EfileBatchCaseEdit?mode=new&areaNote=myCases&sid=0.7797821896030437>

Save Case  **Close**

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	Vernal
First Name *	Petunia	Street Address *	1052 Pig Street
Middle Name		Apt/PO Box/Suite	
Last Name *	Pig	City *	Vernal
Date of Birth *	01-01-1954	State *	Utah
Gender *	Female	Zip *	84078
Phone *	435-777-7777	County *	UINTAH
Race *	White		
Ethnicity *	Not Latino/Hispanic		

Height (ft. in.)	3	Weight (lbs.)	250
------------------	---	---------------	-----

Select a Document Type you are eFiling.

Document Type *	Custody Petition	Custody Petition for Child Welfare
-----------------	------------------	------------------------------------

Fill in all identifying information for your new case. All Fields with an * are required. Select the drop down box to select the correct document type that you will be filing. Select Save Case when completed.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2160

eFile Batch Detail

eFile Batch Id: 2160 eFile For Firm User: Attorney General Status: Incomplete

Created By: training7 Created DateTime: 06-14-2016 10:41:07 AM Alert Date:

Note: Create New Case Record from myCases

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Petunia Pig	Vernal	INCIDENT(S) REQUIRED Use New Inc link.			

At the bottom select the red Click to View Error Message. This message tells you what needs to be completed before the case and incident can be filed.

Next select the New Incident + sign. This will start the creation of the new incident based off of the document type you selected earlier.

Party Info Create New Party

Document Info

Document ID: 1769 Document Sub Type: Custody Petition

Document Title: Custody Petition Document Type: Petition

INCOMPLETE DOCUMENT

Add PDF Document

Save Click to View Error Messages Go Back to Batch Lookup Delete

Error Message(s)

- * INCIDENT(S) REQUIRED Use New Inc link
- * INCOMPLETE DOCUMENT Need to Add PDF Document

Add Incident To Case - Google Chrome

<https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=2783&defaultStatuteId=1261&docSubTypeId=186&efileBatchId=>

Add Incident To Case

eFile Case Inc Id [NEW]
Name Petunia Pig

All Fields with (*) are required.

Choose Type ☒ Child Welfare

District Office* Vernal

County of Offense* UINTAH

Agency* Juvenile Court

Incident Description* CHILD WELFARE PROCEEDING

PSS? ☐ Check if Yes

Intake Decision Child Welfare

Child Removal Date (MM-DD-YYYY)

Petitioner DCFS

[Save Incident](#) [Cancel](#)

This is the start of your incident creation. Most fields are completed for you based off the document type you selected earlier. However, you can make changes if needed by selecting the drop down box. Select Save Incident when you have completed this process.

eFile Batch Detail - Google Chrome
https://juvenile.utcourts.gov/eFiling/EfileBatchDetail?efileBatchId=2160

eFile Batch Detail

eFile Batch Id: 2160 eFile For Firm User: Attorney General Status: Incomplete
Created By: training7 Created DateTime: 06-14-2016 10:41:07 AM Alert Date:
Note: Create New Case Record from myCases

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Petunia Pig	Vernal				

Here you can see your incident has been created.

Again you can see that the Click to View Error Message is red. Click on it.

Party Info Create New Party

Document Info

Document ID	Document Title	Sub Type	Document Type
1769	Custody Petition	Custody Petition	Petition

INCOMPLETE DOCUMENT

Add PDF Document

Save Click to View Error Messages Go Back to Batch Lookup Delete

Error Message(s)

* INCOMPLETE DOCUMENT Need to Add PDF Document

The Error message is telling you that you need to upload a Document. Next you need to file the Petition for the Incident you created. Select the Add PDF Document.

Add eFile Document - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=attachAdditional&efileBatchId=2160&d

Add PDF Document

Document must be PDF
Maximum Document Upload Size 5 MB

Attach Additional PDF Document

File * No file chosen

First select Choose File. Find the uploaded document you wish to file. Then select Attach PDF Document.

eFile Batch Detail

eFile Batch Id 2160 eFile For Firm User Attorney General Status Incomplete

Created By training7 Created DateTime 06-14-2016 10:41:07 AM Alert Date

Note Create New Case Record from myCases

Case Info

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Petunia Pig	Vernal	Inc			

Notice the red Error Message box at the bottom of the screen is gone. You have completed the necessary steps to file a new case and new incident in CARE (you have not eFiled yet). At this point you could create another new case, such as a sibling or add an existing case and create a new incident. However, Party information is still needed. Select the Create New Party.

Party Info

Document Info

Document ID 1769 Document Sub Type Custody Petition

Document Title Custody Petition Document Type Petition

Filed/Created By training7 View PDF

eFile Party Popup - Google Chrome

https://juvenile.utcourts.gov/efiling/EfilePartyPopup?mode=create&efileBatchId=2260&sid=0.5652755964645344

Create Back Close

All fields with (*) are required.

Efile Party ID New

First Name * Miss Date of Birth 01-01-1945

Middle Name Gender Female

Last Name * Piggy Race No Contact

Suffix Ethnicity Not Latino/Hispanic

Phone 435 7890000 Physical Same as Mail

Mailing Address 1 123 Piggy Street Physical Address 1

Mailing Address 2 Physical Address 2

Mailing City Vernal Physical City

Mailing State Utah Physical State Utah

Mailing Zip 84078 Physical Zip

Fill in as much information as you have on the party.
Select Create.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2160

eFile Batch Detail

eFile Batch Id 2160 eFile For Firm User Attorney General Status Incomplete

Created By training7 Created DateTime 06-14-2016 10:41:07 AM Alert Date

Note Create New Case Record from myCases

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Petunia Pig	Vernal	Inc		+	

Party Info Create New Party

Edit	eParty #	Party Name	Associated Case(s)	Remove
	74	Miss Piggy	Link this Party to Case(s)	

Document Info

Document ID 1769 Document Sub Type Custody Petition

Document Title Custody Petition Document Type Petition

Filed/Created By training7 View PDF

Save Click to View Error Messages Go Back to Batch Lookup Delete

Here you can see that the party has been added but needs to be associated to the case. That is what the red Error Message tells you. Click on the blue Link this Party to Case.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?eFileBatchId=2160

eFile Batch Detail

eFile Batch Id: 2160 eFile For Firm User: Attorney General Status: Incomplete

Created By: training7 Created DateTime: 06-14-2016 10:41:07 AM Alert Date:

Note: Create New Case Record from myCases

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	Party/Case Associate	Edit/Add	New Inc	Remove						
	New Case	Petunia Pig	Party Name: Miss Piggy eParty Id: 74 <table border="1"> <thead> <tr> <th>Related</th> <th>To Whom</th> <th>How</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Petunia Pig</td> <td> <div> Mother Father Guardian Brother Sister Grandmother Grandfather GRANDPARENT Step Mother Step Father Step-sister Step-brother Aunt Uncle FOSTER PARENT MOTHER FOSTER PARENT FATHER FOSTER PARENT Wife Husband </div> </td> </tr> </tbody> </table>	Related	To Whom	How	<input checked="" type="checkbox"/>	Petunia Pig	<div> Mother Father Guardian Brother Sister Grandmother Grandfather GRANDPARENT Step Mother Step Father Step-sister Step-brother Aunt Uncle FOSTER PARENT MOTHER FOSTER PARENT FATHER FOSTER PARENT Wife Husband </div>			
Related	To Whom	How										
<input checked="" type="checkbox"/>	Petunia Pig	<div> Mother Father Guardian Brother Sister Grandmother Grandfather GRANDPARENT Step Mother Step Father Step-sister Step-brother Aunt Uncle FOSTER PARENT MOTHER FOSTER PARENT FATHER FOSTER PARENT Wife Husband </div>										

Save Click to View Error Messages Go Back to Batch Lookup Delete

Check the box Related if the party is related. Select the drop down box to choose how the party is related. Once completed select the Add/Update.

Here you can see that Miss Piggy is associated to Petunia Pig. Create all parties to the case.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail

eFile Batch Detail

eFile Batch Id: 2160 eFile For Firm User: Attorney General Status: Incomplete

Created By: training7 Created DateTime: 06-14-2016 10:41:07 AM Alert Date:

Note: Create New Case Record from myCases

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Petunia Pig	Vernal	Inc			

Party Info Create New Party

Edit	eParty #	Party Name	Associated Case(s)	Remove
	74	Miss Piggy	Petunia Pig	

Document Info

Document ID: 1769 Document Sub Type: Custody Petition

Document Title: Custody Petition Document Type: Petition

Filed/Created By: training7 View PDF

Save eFile & Return to My eFiled Go Back to Batch Lookup Delete

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail

eFile Batch Detail

eFile Batch Id: 2160 eFile For Firm User: Attorney General Status: Incomplete
 Created By: training7 Created DateTime: 06-14-2016 10:41:07 AM Alert Date:
 Note: Create New Case Record from myCases

Case Info

[Add Existing Case](#) [Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Petunia Pig	Vernal	Inc		+	

Party Info

[Create New Party](#)

Edit	eParty #	Party Name	Associated Case(s)	Remove
	74	Miss Piggy	Petunia Pig	

Document Info

Document ID: 1769 Document Sub Type: Custody Petition
 Document Title: Custody Petition Document Type: Petition
 Filed/Created By: training7 View PDF:

[Save](#)
[eFile](#)
[& Return to My eFiled](#)
[Go Back to Batch Lookup](#)
[Delete](#)

You are now ready to eFile your new case and new incident with the court. You could still Create a New Case or add an Existing case. You could create additional parties. Once your filing is complete and you have no Error Messages you will select eFile. Remember your case is only a pseudo case until the Court Clerk completes the filing.

My eFiled - Google Chrome

https://juvenile.utcourts.gov/efiling/MyEFile?m=saved&efileBatchId=2160

Find Close My eFiled

Status Case #

☒ My eFiling ☐ Firm eFiling

for Firm User:

☒ Filed Last(10 Days) ☒ Open/Recent Updates Last(3 Days)

Filed Date Range

Start End

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Create Info	Custody Petition	08-15-2016 training7			Create Info		Petunia Pig (NEW)	
Review	Motion test link	01-06-2016 training7		View	New Filing		New Inc. Sanford Sharple (1004313) 46	

Once you have eFiled your new case and incident, it will take you to My eFiled screen. You can see that you have a New Case with Petunia Pig and a New Incident with the Doc. Sub Type of Custody Petition. The Status is **Create Info**. This will change once the filing has been accepted.

To Create a New Incident on an Existing Case please see next page.

CREATING A NEW INCIDENT ON AN EXISTING CASE

You will use this process when you want to file a new incident on a case that already exists in CARE.



This syst

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Last pr

First select eFile New. Then
Select Existing case.

A screenshot of the 'Search/Add Case' web form in Google Chrome. The browser address bar shows 'https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd'. The form has a 'Find' button and a 'Cancel' button. Below them are fields for 'User ID' (training7), 'Search Type' (My Assignments), and 'Search My Cases'. There are also fields for 'User Agency' (User Services), 'Firm' (All Assignments), and 'Date of Birth Range' (Start and End dates). A red arrow points to the 'Find' button. Below the search fields are two rows of input fields for 'Case #', '(Name) First', and 'Last'. A table below these fields shows a search result for Case # 1004313, Name Sharpie, Sanford D, DOB 02-28-2000, Gender M, District Office Out Of State, and Address Info UNDELIVERABLE 5 12 2010 TESTVILLE OH 84888. A red arrow points to a green '+' icon under the 'Add' column for this case. A text box at the bottom of the form provides instructions on how to search and select a case.

Search/Add Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd

Find Cancel

User ID training7

Search Type My Assignments

Search My Cases

User Agency User Services

Firm All Assignments

Date of Birth Range

Start (MM-DD-YYYY) End (MM-DD-YYYY)

Search New Case

Case # (Name) First Last

Case	Name	DOB	Gender	District Office	Address Info	Add
1004313	Sharpie, Sanford D	02-28-2000	M	Out Of State	UNDELIVERABLE 5 12 2010 TESTVILLE OH 84888	+

You can search by case number or first name and last name. Select find. Your search will appear in the bottom half of the screen. Select the correct case by clicking on + under Add.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd

eFile Batch Detail

eFile Batch Id: 2246 eFile For Firm User: Attorney General Status: Incomplete
 Created By: training7 Created DateTime: 06-16-2016 04:27:16 PM Alert Date:
 Note: Creating efile Batch record from New

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1004313	Sanford D Sharple	Out Of State				

Error Message(s)

* INCOMPLETE MISSING DOCUMENT need to Add PDF Document or Add Proposed Verbiage

Document Info

INCOMPLETE MISSING DOCUMENT

[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Click to View Error Messages](#) [Go Back to Batch Lookup](#) [Delete](#)

Notice that the Click to View Error Messages in red appears. The Message is telling you that you need to upload a PDF document or Add proposed verbiage. You are creating a new incident so you are likely uploading a petition. Select the Add PDF Document.

Add eFile Document - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=importDoc&efileBatchId=2246&docCat

Add PDF Document

Document must be PDF
Maximum Document Upload Size 5 MB

Document Type * Petition (Legal Juvenile)

Petition not created in CARE. Private Petitions, Information, Child Welfare Petitions, Petitions for Emancipation, Expungement Petitions, Abortion Petitions, etc.

Doc Sub Type * Petition

Document Title

File *

[Attach PDF Document](#) [Cancel](#)

Select your Document Type. Next select your Doc Sub Type based on the type of incident you are creating and filing. Title your Document. Choose your file and select Attach PDF Document.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument

eFile Batch Detail

eFile Batch Id: 2246 eFile For Firm User: Attorney General Status: Draft
 Created By: training7 Created DateTime: 06-16-2016 04:27:16 PM Alert Date:
 Note: Creating efile Batch record from New

Case Info Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1004313	Sanford D Sharpie	Salt Lake City	INCIDENT(S) REQUIRED Use Edit/Add or New Inc links.		+	

It is now telling you that an incident is required. You could either add this document to an Existing Incident or Create a New Incident. For this training we are going to create a New Incident. Select the + under New Incident.

Document Info

Document ID: 1822 Document Sub Type: Petition
 Document Title: Petition for Custody Document Type: Petition
 Filed/Created By: training7 View PDF

Save Click to View Error Messages Go Back to Batch Lookup Delete

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=2886&defaultStatuteId=1261&docSubTypeId=186&efileBatchId=...

Add Incident To Case

eFile Case Inc Id: [NEW] Sanford Sharpie

All Fields with (*) are required.

Choose Type: ☒ Child Welfare

District Office*: Vernal
 County of Offense*: UINTAH
 Agency*: Juvenile Court
 Incident Description*: CHILD WELFARE PROCEEDING
 PSS?: ☐ Check if Yes
 Intake Decision: Child Welfare
 Child Removal Date (MM-DD-YYYY):
 Petitioner: DCFS

Save Incident Cancel

Based on the Document Sub. Type you selected your incident is created. You can make changes by selecting the drop down boxes if necessary. Select Save Incident.

eFile Batch Detail - Google Chrome

https://caredev.utcourts.gov/efiling/EfileBatchDetail

eFile Batch Detail

eFile Batch ID: 2890 eFile For Firm User: Attorney General Status: Incomplete

Created By: training7 Created DateTime: 07-27-2016 10:21:30 AM Alert Date:

Note: Creating efile Batch record from New

Case Info Add Existing Case **Create New Case** Edit Case # Case Name District Office Incident(s) Edit/Add New Inc Remove

1004313	Sanford D Sharpie	Provo				
---------	-------------------	-------	--	--	--	--

Let's create another new case to add to this filing. Select the Create New Case.

Document Info

INCOMPLETE MISSING DOCUMENT

Add PDF Document Add Proposed Verbiage

Save Click to View Error Messages Go Back to Batch Lookup Delete

eFile Batch Case Edit - Google Chrome

https://caredev.utcourts.gov/efiling/EfileBatchCaseEdit?mode=create&efileBatchId=2890&sid=0.36703670799993127

Back **Save Case** Close

All fields with (*) are required.

eFile Case ID: [NEW]

First Name *: Tommy

Middle Name:

Last Name *: Tiger

Date of Birth *: 05-06-2004

Gender *: Female

Phone *: 4351234500

Race *: White

Ethnicity *: Not Latino/Hispanic

Home District Office *: Provo

Street Address *: Undeliverable 5 12 2010

Apt/PO Box/Suite:

City *: testville

State *: Utah

Zip *: 84388

County *: Utah

Populate Address/Phone From: Sanford Sharpie

Sanford Sharpie

Height (ft. in.): Weight (lbs.):

First fill in the name, DOB, Gender, phone, race and ethnicity for the new case. Second, if the address is the same as Tony Tiger Select the populate address/phone from drop down box. Here you can select which party address' you want to use and it will back fill that information for you. Select Save Case.

eFile Batch Detail - Google Chrome

<https://caredev.utcourts.gov/efiling/EfileBatchDetail?eFileBatchId=2890>

eFile Batch Detail

eFile Batch Id: 2890 eFile For Firm User: Attorney General Status: Draft

Created By: training7 Created DateTime: 07-27-2016 10:21:30 AM Alert Date:

Note: Creating efile Batch record from New

Case Info

[Add Existing Case](#) [Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1004313	Sanford D Sharpie	Provo	Inc		+	
	New Case	Tommy Tiger	Provo	Inc		+	

You are now ready to eFile your cases.
Select eFile.

Party Info

[Create New Party](#)

Document Info

Document ID: 2397 Document Sub Type: Custody Petition

Document Title: Document Type: Petition

Filed/Created By: training7 [View PDF](#)

[Save](#) [eFile](#) [& Return to My eFiled](#) [Go Back to Batch Lookup](#) [Delete](#)

You could add another Existing Case or Create another New Case using the same process.

If you have any questions contact your CARE Trainer in your district.